

## **EMERITUS PROFESSOR PROCEDURE**

### **1. INTRODUCTION**

As set out in Section B(3) of Schedule 1 of the Constitution of the University of the West of Scotland, Senate has delegated responsibility on behalf of the Court to approve the granting of the title of Professor Emeritus.

The title “Professor” is an academic distinction and as such is granted by the University.

This document (1) sets out the process to be followed when considering retired professors of the University for an Emeritus Professorship and (2) provides clarity over some of the key elements of the relationship once the title is granted.

### **2. PROCESS**

The process to be followed for making a recommendation for the granting of the title of Professor Emeritus is as follows:-

1. The nomination form set out in Annex 1 should be submitted to the Vice Principal & Pro-Vice Chancellor (Academic). The nominations form should be submitted by either (a) the Dean of the nominee’s former School or (b) for a Professor outside of a School by the Provost (normally on the recommendation of the appropriate Dean of School or another professorial peer from UWS and following consultation with senior colleagues). Nominations will only be accepted if the eligibility criteria set out at Annex 2 are met.
2. The Vice Principal & Pro-Vice Chancellor (Academic) will review the nomination and submit a recommendation to Senate via the Court and Senate Office.
3. Once a nomination has been approved by Senate the Secretary to Senate will:
  - (i) communicate the approval to the nominee and copy the correspondence to the Dean of the nominee’s former School (or Provost as appropriate) and to the Executive Director of Human Resources for information; and
  - (ii) arrange for Court to be advised at the next available meeting.
4. If the nomination is not approved by Senate under section 3 the Secretary to Senate will communicate the decision to the Dean of the nominee’s former School.
5. The approval of the granting of the title of Emeritus Professor rests with Senate under its delegated authority and its decision is final. There is no appeal against the decision in the event Senate decides not to grant the title.

The Vice Chancellor may, in exceptional circumstances, approve the recommendation of the Vice Principal (Academic) by Chair’s Action. In this case the approval will be reported to the next meeting of Senate.

### **3. STATUS AND ACTIVITIES**

Emeritus Professor is an honorary title, recognising the distinguished academic contribution of an individual to the University. The specific details of any ongoing future association of the Emeritus Professor will be agreed on an individual basis with the relevant Dean of School or equivalent (and will be subject to annual review) but may include:-

#### Use of Title

Retired staff who have been awarded the title of 'Emeritus Professor' may include this title in publications and signatures within the academic environment.

#### Roles and Activities

The Emeritus Professor may continue to be involved in the activities of the University by taking part in various activities on a voluntary basis including:-

- contributing to the academic work of the University and other activities as appropriate, including supervision of undergraduate projects, guest lectures and mentoring;
- being appointed by the School on an annual basis to supervise and examine research students;
- giving consent for their ongoing published research activity to be included in the University's Research Evaluation submissions;
- where the funder allows, being named as a Co-Investigator or Consultant in research grant or contract applications;
- receiving publications from the University and being invited to attend ceremonial occasions/events of the University. A Professor Emeritus shall have the same privileges as a Professor of the University for all purposes of courtesy and at ceremonial occasions/events to which they may be invited.

There is no entitlement to membership of any University body or committee or to the exercise of any administrative or executive function.

#### Use of University Resources

An Emeritus Professor may:-

- be eligible for access to the University's general email and intranet systems;
- be eligible for membership of the University Library; and
- be eligible for membership of the sports facilities of the University.

An Emeritus Professor is not entitled to office space and/or use of any other facilities/resources unless with the prior agreement of the Dean of School in support of University activities.

Financial Arrangements

The granting of the title of Emeritus Professor is on a voluntary and unpaid basis (although payment may be permitted on an independent consultancy basis for a specific project/activity).

**4. WITHDRAWAL OF TITLE**

The title is normally granted in perpetuity. The title may be surrendered by the holder by notice in writing to the Secretary to Senate. The holder of the title of Emeritus Professor is normally required to relinquish the rights of the title if they take up employment at another institution that has the right to grant the title of Professor.

The University reserves the right to withdraw the title if a conflict of interest arises or where it is satisfied that the holder has acted in such a way as to bring the University into disrepute. A decision to withdraw the title will be approved by the Senate and reported to Court.

Procedure Author – Employee Relations & Performance Adviser	Procedure Owner – Executive Director of HR
Parent Policy Statement - People and Organisational Development	Public Access or Staff Only Access – Public
Version 4 – Approved July 2019	Changes and Reason for Changes – POD Policy Review

Annex 1

This form should be read along with the Emeritus Professor procedure.

**NOMINATION FORM FOR EMERITUS PROFESSOR**

Section 1: Applicant Details	
Name of Applicant/Nominee	
Contact Address of Applicant/ Nominee	
Email address of Applicant/ Nominee	

Section 2: Appointment Details	
School to which Applicant/ Nominee will be assigned	
Name and Position of Nominator (Dean or Provost)	

Section 3: Proposal for Appointment
<p><b>Please state the School's proposal for an award of Emeritus Professor.</b> (The proposal should state how the nominee meets the eligibility criteria set out in the procedure and the date from which it is proposed the title is granted. A copy of the current CV should be attached). Any identified benefit and proposed future engagement of the nominee in University life and scholarship should be set out in the proposal).</p>

**Section 4: Approval by Dean or Provost**

By approving this nomination I agree to the Emeritus appointee having access to a University email account, log-in and password.

Signed: \_\_\_\_\_ Print Name:  
\_\_\_\_\_

Date: \_\_\_\_\_

Please forward this completed/signed nomination form, together with the relevant attachments, to: Vice Principal & Pro-Vice Chancellor (Academic)

**Section 7: Approval by Vice Principal & Pro-Vice Chancellor (Academic)**

I recommend approval/rejection of the above nomination.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Comments.....

**Section 8: Signed by Principal on behalf of Senate**

Following the decision of Senate, the above nomination is approved/rejected.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Annex 2

**ELIGIBILITY REQUIREMENTS**

Application for an Emeritus Professorship will only be accepted if the following requirements are met:

- the nominee has been employed by the University for at least 5 years and has recently retired from the University (within the last 12 months);
- the nominee held the title “Professor” and had done so at the University for a significant period (normally, at least five years);
- the nominee made an exceptionally distinguished contribution to the life of the University in one or more of the following areas: research and scholarship, teaching, wider service to the University or community;
- the nominee does not hold a contract of employment with the University on or after retirement (for example, in respect of any part-time engagement). The title may not be granted until any contract of employment between the Professor and the University has ended;
- the nominee does not already hold a similar title from another institution; and
- the nominee will not take up a post at another higher education institution.

In exceptional circumstances, Senate may grant the title of Professor Emeritus on a Visiting Professor whose attachment to the University has ended.